

ARTICLE 27

REDUCTION-IN-FORCE

27.1 Definition

Reduction-in-force (RIF) is the elimination of a position or positions because of a lack of sufficient funds, a change in the approved work program/plan/design for a department/office/agency; administrative reorganization of a department/office/agency; or a technological change or advancement that impacts on work force needs.

27.2 Policy

When a reduction-in-force becomes necessary, the resulting transfers, demotions and terminations must be based on the following factors:

- (a) seniority;
- (b) work performance; or
- (c) service needs.

Only employees in the same class and department as the eliminated position(s) are subject to the reduction-in-force. A unit employee may not be laid off, if there is a probationary or temporary employee in the same class in the same department/office/agency.

During FY 2011, a bargaining unit employee will not be laid off if there is a probationary, temporary or seasonal employee in the same occupational series and status, provided the employee to be laid off meets the minimum qualifications of the position to which they would be transferred. In this Article, status is defined as part-time versus full-time. In addition, during FY 2011, any reduction-in-force of unit members will be preceded by the County government's consideration of the following alternatives:

- 1. The offering of Discontinued Service Retirements (Administrative Retirements) to eligible bargaining unit job classes/occupational series affected by position abolishment resulting from the approved FY 2011 operating budget. The Discontinued Service Retirement must be effective no later than June 1, 2010.**
- 2. The offering of a Retirement Incentive Plan as outline in Attachment II, to be extended to all bargaining unit job classes/occupational series affected by position abolishment resulting from the approved FY 2011 operating budget. The RIPS will be effective June 1, 2010.**
- 3. The offer RIPS along the lines of that which is outlined in Attachment II may be offered at subsequent points during FY2011.**

27.3 Procedure

Any reduction-in-force affecting a unit employee shall be done in accordance with Administrative Procedure No. 4-19, effective November 7, 1991, except where modified by this Agreement. Moreover, AP No. 4-19 shall be amended to extend full application of the procedure

to merit status term (grant-funded) employees in the bargaining unit.

27.4 Notification

- (a) An employee who is affected by a reduction-in-force must be given at least 30 days written notice. Whenever practicable, a longer notice should be given.
- (b) On or before April 15, the Union shall be provided a list of bargaining unit employees whose positions, as a result of budget decisions, are proposed by the Employer to be abolished. This list shall include home addresses and the employees' seniority rank within the class.